

# **NEW JERSEY DEPARTMENT OF EDUCATION**

## **STUDENT COURSE SUBMISSION HANDBOOK**

**VERSION 1.9**



State of New Jersey  
Department of Education

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# Foreword

The New Jersey Department of Education is pleased to publish the *Student Course Submission Data Handbook*. Because quality information requires student, staff, and course roster data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for this educational data.

# Revision History

Date	Version	Comment
4/25/2014	1.9	Added clarification to the <b>CourseType</b> data element.
12/3/13	1.8	Updated notes and validation rules for <b>CourseType</b> .
2/19/13	1.7	<b>CourseType</b> added to the elements captured in the Student Course Roster Submission.
7/3/12	1.6	<b>LocalIdentification</b> removed from matching validation. <b>AvailableCredit</b> and <b>EarnedCredit</b> ranges increased. <b>LocalCourseCode</b> and <b>LocalSectionCode</b> ranges increased. Additional notes added to <b>SectionEntryDate</b> . All <b>GradesEarned</b> and <b>CompletionStatus</b> fields have received edits to the "Required Element?" section.
4/11/12	1.5	Additional Note added to <b>SectionExitDate</b> .
4/2/12	1.4	All <b>links</b> have been updated for the handbook. <b>SectionEntryDate</b> and <b>SectionExitDate</b> have had their definitions clarified and have been indicated as Date in the Acceptable Values section for each element. <b>CDS Attending</b> codes have been changed to <b>CDS Assigned</b> codes. The acceptable value for <b>SchoolCode</b> has been changed to AlphaNumeric. Additional clarification has been provided for <b>AlphaGradeEarned</b> , <b>NumericGradeEarned</b> , and <b>CompletionStatus</b> elements.

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# Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *Student Course Submission Handbook* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJDOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *Student Course Submission Handbook (Handbook)* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

New Jersey Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJDOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJDOE is committed to becoming more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJDOE hopes to increase administrative efficiency through the use of technology.

# Data Elements and Definitions

This *Student Course Submission Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. Not all data elements are relevant to each student. It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear, it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Student Course Submission Handbook*:

Name of Data Element	The data element name used within the NJ SMART system.
NJDOE Number	The numerical identification of the data element.
Definition	A brief description of the data element.
Functional, Policy or Legal Description	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Required Element?	Indication of whether the data element is required for file submission.
Type	Data element type such as Alpha, Numeric, Alphanumeric, or Date indicates how the field should be treated in order to meet formatting requirements.
Min Length	The minimum number of characters permitted.
Max Length	The maximum number of characters permitted.
Range of Values	The value options of each data element, if applicable.
Validation Rules	Requirement for how each data element must be arranged/reported.
Additional Notes	Additional relevant notes about the data element, including specifics on data validation to occur with respect to each data element.

# Privacy and Security

NJDOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student and staff records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student and staff information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

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# Local Identification Number

NJDOE Number  
1

## Definition of Data Element

A number assigned and maintained by the local school district that is unique for each student in the district (LID) and is consistently used by the district across all of its data systems.

## Functional, Policy, or Legal Description

A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJDOE to provide SIDs to districts. For the Course Roster Submission, this data element is not used to verify the unique identification of the student. The LID may potentially differ from the LID that was submitted to SID management if the district responsible for submitting a student to Course Roster Submission is not the same district responsible for reporting to SID management.

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Alphanumeric  
**Minimum Length:** 1  
**Maximum Length:** 20

## Validation Checks

- Error will occur if field is left blank.

## Additional Notes

- Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. For school districts without a LID, a LID scheme must be created and assigned for all students so that DOE can uniquely identify all students in a particular district.
  - For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.
  - It is important for confidentiality purposes that the local identification numbers do not contain any embedded meaning linked to student-specific information.
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# State Identification Number

NJDOE Number  
**2**

## Definition of Data Element

A unique number (SID) assigned and maintained by the New Jersey Department of Education that is unique for each student over time and across districts.

## Functional, Policy, or Legal Description

In order to track students within and across districts over time, NJDOE will assign a unique 10-digit number to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts will be required to verify or obtain an identification number whenever a new student enrolls in the district.

SID will be a new number assigned by NJ SMART. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

## Is this Data Element Required?

Field is mandatory for all students. Leave this field blank for students that have not been issued a SID. When submitted, a new unique SID will be generated and issued for this student.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 10

**Maximum Length:** 10

## Validation Checks

- SIDs must be valid 10-digit state identification numbers as issued by NJ SMART.

## Additional Notes

- All submission files must include SIDs for students who have had SIDs issued.
  - This field must be reported exactly as reported in SID Management.
-

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# FirstName

NJDOE Number

3

## Definition of Data Element

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. This data element must correspond to the child's birth certificate or other legal documentation.

## Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 30

## Validation Checks

- Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphen are accepted.
- An error will occur if field is left blank.

## Additional Notes

- No nicknames or abbreviated names should be reported.
  - First name and last name must be reported as separate fields.
  - This field must be reported exactly as reported in SID Management.
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# LastName

NJDOE Number  
5

## Definition of Data Element

The name borne in common by members of a family. This data element must correspond to the child's birth certificate or other legal documentation.

## Functional, Policy, or Legal Description

This data element is used to verify the unique identification of the student.

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 50

## Validation Checks

- Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.

## Additional Notes

- First name and last name must be reported as separate fields.
  - Students with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the student's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Davis Smyth would be last name = "Davis Smyth". First name and last name must be reported as separate fields.
  - This field must be reported exactly as reported in SID Management.
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# DateOfBirth

NJDOE Number

8

## Definition of Data Element

The year, month and day on which an individual was born. This data element must correspond to the child's birth certificate or other legal documentation.

## Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Date

**Minimum Length:** 8

**Maximum Length:** 8

## Validation Checks

- Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).
- Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

## Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
  - This field must be reported exactly as reported in SID Management.
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# CountyCodeAssigned

NJDOE Number  
**192**

## Definition of Data Element

The New Jersey County in which the student is currently assigned to the course.

## Functional, Policy or Legal Description

NJDOE, Division of Finance.

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 2

**Maximum Length:** 2

For County Codes, please refer to *NJ SMART County District School Codes* document found under the Help and Support tab.

## Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

## Additional Notes

- The CountyCodeAssigned should reflect the accurate County code for the specific course section.
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# DistrictCodeAssigned

NJDOE Number  
**193**

## Definition of Data Element

The district in which the student is currently assigned to the course.

## Functional, Policy or Legal Description

NJDOE, Division of Finance.

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 4

**Maximum Length:** 4

For District Codes, please refer to *NJ SMART County District School Codes* document found under the Help and Support tab.

## Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

## Additional Notes

- The DistrictCodeAssigned should reflect the accurate District code for the specific course section.
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# SchoolCodeAssigned

NJDOE Number  
**194**

## Definition of Data Element

The school in which the student is currently assigned to the course. This school code is unique for each school within each district.

## Functional, Policy or Legal Description

NJDOE, Division of Finance.

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Alphanumeric

**Minimum Length:** 3

**Maximum Length:** 3

For School Codes, please refer to *NJ SMART County District School Codes* document found under the Help and Support tab.

## Validation Checks

- Codes must conform to codes listed or error will occur.
- An error will occur if field is left blank.

## Additional Notes

- The SchoolCodeAssigned should reflect the accurate County code for the specific course section.
-

# SectionEntryDate

## Definition of Data Element

The date the student was assigned to the specific course section.

## Functional, Policy or Legal Description

The Section Entry Date should be the date the student started attending a course section and should align with the local attendance roster.

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:** Date

## Range of Values

YYYYMMDD

## Validation Checks

- An error will occur if value does not meet the acceptable range of values.
- An error will occur if the student course entry date occurs after the student course exit date.

## Additional Notes

- StudentCourseSectionEntryDate should occur in the current school year.
- If a student enters, exits, and then re-enters the same course section, use the latest (or most recent) entry date.
- SectionEntryDate cannot be left blank.



# SectionExitDate

## Definition of Data Element

The date the student exited the specific course section.

## Functional, Policy, or Legal Description

The Section Exit Date should be the date the student stopped attending a course section and should align with the local attendance roster.

## Is this Data Element Required?

Field is mandatory for all students who are no longer active in the course.

## Acceptable Values

**Type:** Date

## Range of Values

YYYYMMDD

## Validation Checks

- An error will occur if value does not meet the acceptable range of values.
- An error will occur if the student course exit date occurs before the student course entry date.

## Additional Notes

- Student SectionExitDate should occur in the current school year.
- If a student enters, exits, and then re-enters and exits the same course section again, use the latest (or most recent) exit date.
- Student SectionExitDate cannot be in the future.

# SubjectArea

**177****Definition of Data Element**

The general content code per the NCES SCED code listing.

**Functional, Policy or Legal Description**

NCES SCED codes

**Is this Data Element Required?**

Field is mandatory for all courses.

**Acceptable Values**

**Type:** Numeric

**Minimum Length:** 2

**Maximum Length:** 2

**Range of Values**

For NCES Subject Area Codes, please refer to the *NCES SCED Course Codes* document:

<http://www.nj.gov/education/njsmart/download/course/>

**Validation Checks**

- Error will occur if value is not a valid SCED Subject Area code.
- Error will occur if field is left blank.

**Additional Notes**

- You will need to work cooperatively with your curriculum coordinator to assign the appropriate subject area code. Some courses will require your professional judgment.
- Prior-to-secondary course codes should be used for all courses that do not have Available Credit. Secondary course codes should be used for all courses that have an Available Credit of greater than 0.000.

# CourseIdentifier

**178****Definition of Data Element**

Course codes within a subject area as identified by the NCES SCED codes.

**Functional, Policy or Legal Description**

NCES SCED codes

**Is this Data Element Required?**

Field is mandatory for all courses.

**Acceptable Values**

**Type:** Numeric

**Minimum Length:** 3

**Maximum Length:** 3

**Range of Values**

For NCES Course Identifier Codes, please refer to the *NCES SCED Course Codes* document:

<http://www.nj.gov/education/njsmart/download/course/>

**Validation Checks**

- Error will occur if value is not a valid SCED Course Identifier code.
- Error will occur if field is left blank.

**Additional Notes**

- You will need to work cooperatively with your curriculum coordinator to assign the appropriate Course Identifier code. Some courses will require your professional judgment.
- Prior-to-secondary course codes should be used for all courses that do not have Available Credit. Secondary course codes should be used for all courses that have an Available Credit of greater than 0.000.

# CourseLevel

**179****Definition of Data Element**

Conveys the course's level of rigor.

**Functional, Policy or Legal Description**

NCES SCED codes

**Is this Data Element Required?**

Field is mandatory for all courses.

**Acceptable Values**

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 1

**Range of Values**

B = Basic or remedial. A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses are typically less rigorous than standard courses and may be intended to prepare a student for a general course.

G = General or regular. A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content.

E = Enriched or advanced. A course that augments the content and/or rigor of a general course, but does not carry an honors designation.

H = Honors. An advanced level course designed for students who have earned honors status according to educational requirements.

X=No specified level of rigor.

**Validation Checks**

- Error will occur if value is not a valid SCED Course Level code.
- Error will occur if field is left blank.

**Additional Notes**

- You will need to work cooperatively with your curriculum coordinator to assign the appropriate Course Level. Some courses will require your professional judgment.

# GradeSpan

**180****Definition of Data Element**

Identifies the intended grade span for a Prior-to-secondary course.

**Functional, Policy or Legal Description**

NCES SCED codes

**Is this Data Element Required?**

Field is mandatory for all **Prior-to-secondary** courses.

**Acceptable Values**

**Type:** Alphanumeric

4 character alphanumeric code with no decimals

**Range of Values**

Each grade level from PK through 12 is represented by a two-digit code, ranging from PK to 12; kindergarten is represented by the letters KG, and prekindergarten by the letters PK.

**Validation Checks**

- Error will occur if field is left blank for a course with a Prior-to-secondary course code.
- Error will occur if value does not match the acceptable range of values.
- Field can be left blank for courses with Secondary course codes.

**Additional Notes**

- For example, a course appropriate for kindergarten and first grade would be assigned a Grade Span of KG01.

# AvailableCredit

**181****Definition of Data Element**

Identifies the amount of credits available toward graduation to a student who successfully meets the objectives of the course.

**Functional, Policy or Legal Description**

NCES SCED codes

**Is this Data Element Required?**

Field is mandatory for all **Secondary** courses.

**Acceptable Values**

**Type:** Numeric with decimal point

**Range of Values**

0.000-35.000

**Validation Checks**

- Error will occur if field is left blank for a course with a Secondary course code.
- Error will occur if value does not match the acceptable range of values.
- Field can be left blank for courses with Prior-to-Secondary course codes.

**Additional Notes**

- Decimal points rounded up to the nearest thousandths are accepted in this field.
- 0.000 means the course does not carry any credits.

# CourseSequence

**182****Definition of Data Element**

Two character element where the first digit indicates the sequence of a course section in relation to a multi-part course and the second digit indicates the total number of courses in the multi-part course sequence. The two characters should be interpreted as "part n of whole m."

**Functional, Policy or Legal Description**

NCES SCED codes

**Is this Data Element Required?**

Field is mandatory for all courses.

**Acceptable Values**

**Type:** Numeric

**Minimum Length:** 2

**Maximum Length:** 2

**Range of Values**

11-99

**Validation Checks**

- Error will occur if the field is left blank.
- Error will occur if value of the first digit is greater than the second digit.

**Additional Notes**

For single section courses, Course Sequence will equal 11 which means 1 of 1 in a course sequence. Example of a Course with multiple sections: a science course that includes a lecture and lab section. Lecture would be coded with a Course Sequence of 12 (1 of 2), the lab would be coded with a Course Sequence of 22 (2 of 2).

# LocalCourseTitle

**183****Definition of Data Element**

District's local title for the specific course.

**Functional, Policy or Legal Description**

The Local Course Title should correspond with the local title used for the course section within your district.

**Is this Data Element Required?**

Field is mandatory for all courses.

**Acceptable Values**

**Type:** Alphanumeric

**Minimum Length:** 1

**Maximum Length:** 50

**Validation Checks**

- An error will occur if the field is left blank.

**Additional Notes**

- There is no state-wide standardized list of local course titles. Enter the local course title currently used in your district. You do not need to change your local course title.



# LocalCourseCode

**184****Definition of Data Element**

Local code assigned by a district for a specific course.

**Functional, Policy or Legal Description**

The Local Course Code should correspond with the local course code used for the course section within your district.

**Is this Data Element Required?**

Field is mandatory for all courses.

**Acceptable Values**

**Type:** Alphanumeric

**Minimum Length:** 1

**Maximum Length:** 20

**Validation Checks**

- An error will occur if the field is left blank.

**Additional Notes**

- There is no state-wide standardized list of local course codes. Enter the local course code currently used in your district. You do not need to change your local course codes.

# LocalSectionCode

**185****Definition of Data Element**

Local code assigned by a district for a specific course section.

**Functional, Policy or Legal Description**

The Local Course Section should correspond with the local course section used for the course section within your district.

**Is this Data Element Required?**

Field is mandatory for all courses.

**Acceptable Values**

**Type:** Alphanumeric

**Minimum Length:** 1

**Maximum Length:** 20

**Validation Checks**

- An error will occur if the field is left blank.

**Additional Notes**

- There is no state-wide standardized list of local section codes. Enter the local section code currently used in your district. You do not need to change your local section codes.

# CreditsEarned

**188****Definition of Data Element**

Total number of credits this student received towards graduation upon completion of the course.

**Functional, Policy or Legal Description**

Student's transcript

**Is this Data Element Required?**

Field is mandatory for all students in courses with **Secondary course codes** who are no longer active in the course and have been assigned a SectionExitDate.

**Acceptable Values**

**Type:** Numeric with decimal point

**Range of Values**

0.000-35.000

**Validation Checks**

- An error will occur if value does not match the acceptable range of values.
- Error will occur if value is not entered for students who have a SectionExitDate and a Secondary course code.
- CreditsEarned cannot be greater than AvailableCredit.

**Additional Notes**

- Decimal points are accepted in this field.

# Grades Earned and CompletionStatus Elements Overview

The following data elements are used to collect the Grades earned by a student for the specific course section. In order to accommodate the different ways the grades are being collected, NJSMART has allowed for 3 elements:

- NumericGradeEarned
- AlphaGrade Earned
- CompletionStatus

Grades **OR** Completion Status are required to be collected for all students in courses with Secondary course codes and an available credit of greater than 0.000. Grades **OR** Completion Status are also required for students with Prior-to-secondary course codes that have a grade span of 060X and higher. One or more of the above mentioned elements must be entered based on how the grades are currently being assigned in a school. Users are NOT required to enter all three grade data elements.

# NumericGradeEarned

## Definition of Data Element

Numeric grade the student received upon completion of the course section.

## Functional, Policy or Legal Description

## Is this Data Element Required?

- All students with a **SectionExitDate** entered for **Secondary course codes with an available credit of greater than 0.000** must have EITHER the NumericGradeEarned, AlphaGradeEarned, or CompletionStatus field filled in.
- All students with a **SectionExitDate** entered for **Prior-to-secondary course codes with a grade span of 060X or higher** must have EITHER the NumericGradeEarned, AlphaGradeEarned, or CompletionStatus field filled in.
- NumericGradeEarned field is mandatory for the aforementioned students if AlphaGradeEarned and CompletionStatus are left blank.

## Acceptable Values

**Type:** Numeric

**Minimum Length:** 1

**Maximum Length:** 3

## Range of Values

0-100

## Validation Checks

- An error will occur if value does not match the acceptable range of values.
- Error will occur if CreditEarned is greater than 0.000 and AlphaGradeEarned and CompletionStatus are left blank.

## Additional Notes

- NumericGradeEarned is NOT a weighted value. If the highest allowed numeric grade is greater than 100, convert it to a percentage grade that falls within the acceptable values.
- Numeric Grade Earned must be entered as a whole number. Round all decimals to the nearest whole number.
- Range of Values provided for CompletionStatus, NumericGradeEarned, and AlphaGradeEarned will not be expanded for the current collection. Continue to maintain your local records to account for any necessary data that is not collected in the Course Roster Submission.

# AlphaGradeEarned

## Definition of Data Element

Letter grade the student received upon completion of the course section.

## Functional, Policy or Legal Description

## Is this Data Element Required?

- All students with a **SectionExitDate** entered for **Secondary course codes with an available credit of greater than 0.000** must have EITHER the NumericGradeEarned, AlphaGradeEarned, or CompletionStatus field filled in.
- All students with a **SectionExitDate** entered for **Prior-to-secondary course codes with a grade span of 060X or higher** must have EITHER the NumericGradeEarned, AlphaGradeEarned, or CompletionStatus field filled in.
- AlphaGradeEarned field is mandatory for the aforementioned students if NumericGradeEarned and CompletionStatus are left blank.

## Acceptable Values

**Type:** Character

**Minimum Length:** 1

**Maximum Length:** 2

## Range of Values

A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, E, E+, E-, F, F+, F-

## Validation Checks

- An error will occur if value does not match the acceptable range of values.
- Error will occur if CreditEarned is greater than 0.000 and NumericGradeEarned and CompletionStatus are left blank.

## Additional Notes

- E, E+ and E- refer to a grade and not "Exempt".
- Range of Values provided for CompletionStatus, NumericGradeEarned, and AlphaGradeEarned will not be expanded for the current collection. Continue to maintain your local records to account for any necessary data that is not collected in the Course Roster submission.

# CompletionStatus

## Definition of Data Element

Indicator of the Completion Status of the student for the given course.

## Functional, Policy or Legal Description

## Is this Data Element Required?

- All students with a **SectionExitDate** entered for **Secondary course codes with an available credit of greater than 0.000** must have EITHER the NumericGradeEarned, AlphaGradeEarned, or CompletionStatus field filled in.
- All students with a **SectionExitDate** entered for **Prior-to-secondary course codes with a grade span of 060X or higher** must have EITHER the NumericGradeEarned, AlphaGradeEarned, or CompletionStatus field filled in.
- CompletionStatus field is mandatory for the aforementioned students if NumericGradeEarned and AlphaGradeEarned are left blank.

## Acceptable Values

**Type:** Alpha

**Minimum Length:** 1

**Maximum Length:** 2

## Range of Values

P = Pass

F = Fail

W= Withdrawal

I= Incomplete

NG= No grade earned

## Validation Checks

- An error will occur if value other than an acceptable value is entered.
- Error will occur if CreditEarned is greater than 0.000 and NumericGradeEarned and AlphaGradeEarned are left blank.

## Additional Notes

- Range of Values provided for CompletionStatus, NumericGradeEarned, and AlphaGradeEarned will not be expanded for the current collection. Continue to maintain your local records to account for any necessary data that is not collected in the Course Roster submission.

# CourseType

NJDOE Number  
**196**

## Definition of Data Element

An indication of the type of instructional environment in which a course section is occurring.

## Functional, Policy or Legal Description

## Is this Data Element Required?

- Field is mandatory for all students.

## Acceptable Values

**Type:** Alphanumeric

**Minimum Length:** 1

**Maximum Length:** 2

## Range of Values

S1 = Standard course taught by a single teacher assigned to your district

S2 = Standard course taught by co-teachers assigned to your district

R = Remote course physically attended by the student off-site and taught by staff assigned or not assigned to your district

C = College level dual enrollment/ dual credit course taught by staff assigned or not assigned to your district

O = Online course taught by staff assigned or not assigned to your district

## Validation Checks

- An error will occur if a student's course type is S1 or S2 and that student does not have a staff member assigned to the course in the Course Staff section.
- An error will occur if a value of S2 is entered for a student course that **does not have more** than one staff member assigned to the course.

## Additional Notes

- The majority of the course sections reported will be reported with a CourseType of S1 or S2.
- Staff course data is required only for student courses that have a CourseType of S1 or S2. If a course section has a CourseType of R, C, or O and the course is taught by a staff member **not assigned** to your district **do not report a staff record to the Course Staff Section**. The student record will not be placed into Out-of-Sync when uploaded.
- Course Types R, C, and O are exceptions to the Course Roster Submission reporting responsibilities. In most cases, these courses are taught by staff not assigned to your district. These CourseType values have been developed to allow an opportunity to report these courses regardless of the lack of staff data. If the staff member taught the course and **is assigned** to your district, you should **report that staff member to the Course Staff Section**. An example would be a college level course taught within district where the environment is set as such to represent a college course. This course is considered a college level course so it should be reported as a CourseType of C in the Student Course record. The Staff that taught the course within district should be reported to the Staff Course Section with the same course identifying elements to link the student and staff member.
- Students within the same course section should have the same CourseType.